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24 September 1946

MEMORANDUM

TO: Files

FROM: Lawrence R. Houston
General Counsel

SUBJECT: Travel Allowances for Prospective Employees

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1. A meeting was held in [REDACTED] office on 24 September to clarify the policy on payment of transportation costs of prospective civilian employees. Specific current problems were discussed and the meeting was opened for discussion of the basic questions.

(1) In all cases where an employee is directed to report for assessment and for whom the assessment report is unfavorable so as to bar employment, round trip travel expenses would be paid and per diem allowed for the necessary time of travel and for the number of days the Government required the individual to stay in Washington. This opinion was based upon the fact that the Government requested the travel and that the travel and stay in Washington were purely in the interests of the Government. Amounts and types of travel pay will be discussed below.

(2) Where an employee is directed to come to Washington for assessment prior to employment and is given approval by assessment and enters on duty immediately thereafter, no allowances will be made for the travel to Washington. In such cases assessment is a mere incident to the employment and, following normal Government regulations, the employee must pay his own way to the place of employment on the theory that his presence there is a necessary qualification for the job. During the period required for actual

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assessment and interview, the employee will receive per diem. If there is then a gap between the time the employee is assessed and the date of entry on duty the employee may not be paid per diem during that time, nor may the appointment be made retroactive to the time of assessment approval. Every effort should be made to process the necessary actions as fast as possible to shorten such gaps to the minimum.

(3) Where the prospective employee is directed to report for assessment, and receives assessment approval but requests permission to return home to wind up affairs before accepting employment, then the assessment procedure becomes a special condition peculiar to SSU employment practices and required in the interests of the Government. Consequently, the employee will be entitled to a round trip from his home to Washington and return. He will also receive per diem for the time of assessment and interview, and for any additional days he is requested to remain in Washington in the interests of the Government. No per diem will be allowed where the employee stays on for his own purposes; no transportation will be paid for travel to enter on duty after the round trip; no transportation whatever will be paid if the employee does not have to return home and either stays in Washington at his own expense or returns home for non-essential purposes, as opposed to necessary winding up of affairs.

(4) All vouchers for overt personnel, travel and per diem, should be processed through [redacted] office and be approved by him prior to submission to Special Funds. [redacted] certificate thereon will amount to a certification that travel stated was necessary in the Government interests, that the per diem covered only those days of travel or stay in Washington requested by the Government and that the amounts

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stated are correct. Normally the prospective employee will be entitled to first-class railroad fare and pullman charges, and he will be requested to obtain a round trip ticket. For long distances where several days' travel would be required for travel by train, the prospective employee may be authorized to use air transportation, in which case he will be reimbursed for his actual plane fare and per diem for the actual number of days, although the total is less than train and pullman plus the number of days for the train. Travel by automobile will be reimbursed at the rate of 8¢ per mile with mileage established in accordance with War Department regulations. Per diem will be \$6.00 unless, of course, quarters and subsistence are furnished.

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LAWRENCE R. HOUSTON
General Counsel

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cc: Mr.
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